

APPENDIX E-408 P

MODIFICATION DOCUMENTS RECEIVED FOR REQUISITIONS  
RECORDED IN THE ARCSF FOR DIRECT DELIVERY PROCUREMENT ACTION

1. PURPOSE

To describe the methods for processing Requisition Control and Status Printout (RCSP), appendix F-114, which are assigned an ORC of 85 (see appendix A-56). These printouts identify the receipt of a Modifier Document, DIC AM\_, which has upgraded or downgraded the Priority and/or RDD of a requisition that is recorded in the ARCSF as being purchased for Direct Delivery.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix A-56, SAMMS and FLIS Output Routing Codes.
- b. Appendix B-117, Due-In File Inquiry Transaction.
- c. Appendix E-117 P, Due-In File Inquiry Transaction.
- d. Appendix E-127 P, Manager Review Reentry Documents (Output/Input - Total Actions).
- e. Appendix E-155 P, Requisition Control and Status File and Requisition History File Inquiry Documents.
- f. Appendix E-270 P, Active Requisition Control and Status File Inquiry by CRT Remote (Verb SARC).
- g. Appendix E-277 P, Technical Assistance, Request for.
- h. Appendix E-506 P, Amendment Transactions and Status Request for Stock and/or Direct Delivery Buys.
- i. Appendix F-114, Requisition Control/Status Printout.
- j. Appendix F-184, Due-In File Printout Inquiry List.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The responsibility for processing those ARCSF printouts with ORC 85 is vested in the ESOC Branch Stock Control Division, DSO, DP&P, and DTO.

4. PROCEDURES/INSTRUCTIONS

- a. The ESOC Branch, upon receipt of the appendix F-114 with ORC 85, will process listings with priorities 01 through 08 and pass priority 09 through 15 listings to the Inventory Management Divisions (IMDs) for processing by the appropriate IM.

b. When the F-114 reflects a priority which has been upgraded to an 01 through 08 and/or reflects a revised RDD for a priority 01 through 08 requisition, the ESOC (priority 01 through 08) or IM (priority 09 through 15) will obtain a Due-In File Printout, appendix F-184, and:

(1) When the RCSP reflects that the requisition is in a recommended buy stage, i.e., assigned a DI series number.

(a) Prepare three copies of DLA Form 1198, utilizing the instruction of appendix E-277 P and data in the ARCSF printout and/or the Due-In File Printout.

(b) Handcarry two copies of partially completed DLA Form 1198 to DTO.

(c) File one copy of partially completed DLA Form 1198 in suspense until a reply is received or the suspense date is reached. Upon receipt of completed form or at the end of two workdays, interrogate ARCSF by remote equipment (see appendix E-270 P or E-155 P, if necessary). When there is no change in the status, contact DTO by phone, to determine if there is a problem and/or the extent of the problem. If the problem is such that the DTO cannot update the computer Procurement Identification Data File, attempt to satisfy the requirement by an alternate supply action, i.e., ship from depot stocks, substitute, and so forth, if the requested item is an NSN. In the case of non-NSN, information received from the DTO will be furnished in reply to the modifier document (like a request for supply assistance), and the purchase action canceled if there is not sufficient data upon which to effect procurement.

(d) When an alternate supply action is required, prepare one copy of DLA Form 1128 with Amendment Code A, pos. 4, and Status Code ZB, pos. 72-73, utilizing the instructions of appendix E-506 P, when an alternate supply action is required. Submit DLA Form 1128 for data entry and input to the computer. Also, notify appropriate IM of action taken and request the DIC ZLL output with MNIC 7 be handcarried to ESOC who in turn will update the computer records to reflect the supply action taken or to be taken. When the recommended buy action is to be canceled, prepare four copies of DLA Form 1128 with Amendment Code A, pos. 4, and Status Code CA or CT, as applicable, pos. 72-73, utilizing the instructions of appendix E-506 P, and submit for input to the computer.

(e) When rejection of the customer requisition is required, prepare four copies of DLA Form 1128 with Amendment Code A or B, as applicable, in pos. 4, and Status Code CA or CT, as applicable, in pos. 72-73, utilizing the instructions of appendix E-506 P. Submit for input to the computer.

(f) File documents and completed DLA Form 1198 plus any other paper work, i.e., file printouts, telephone transcripts, and DLA Form 1128, considered pertinent in the NSN/part number folder.

(2) BV (BZ) status in Purchase Request Stage (i.e., assigned a YP\_ or AD\_ series number).

(a) Prepare a Due-In File (DIC ZCJ) interrogation utilizing the instructions of appendices B-117 and E-117 P, to obtain an appendix F-184, Due-In File Printout. Interrogations for non-NSN should cite

customer requisition number in pos. 8-21 and Action Code KI, pos. 79-80. For NSN items, the NSN is entered in pos. 8-20, the PR number in pos. 30-43, and Action Code KK in pos. 79-80.

(b) Prepare four copies Procurement Subsystem Amendment, DLA Form 1128, utilizing the instructions of appendix E-506 P, paragraph 4b, as applicable, to request status of a purchase request. Be sure to check the Yes block at the bottom of the form to indicate special handling. No amendment code is required to be entered in pos. 4.

(c) If the priority is 01 through 03, stamp DLA Form 1128 and appendix F-184, Due-In File Printout, ESOC.

(d) Handcarry original and two copies of DLA Form 1128 and the appendix F-184, Due-In File Printout, to DP&P.

(e) File remaining copy of DLA Form 1128 in a suspense file pending receipt of reply. Upon receipt of reply, determine if the award date and delivery schedule are considered acceptable, based on the urgency of the requirement. When data received are not acceptable, attempt to take an alternate supply action if the requested item is an NSN. In the case of non-NSN, information received from DP&P will be filed IAW subparagraph (g) below.

(f) When an alternate supply action is taken, prepare four copies of DLA Form 1128 with Amendment Code C, (PR total cancellation) or Amendment Code D (PR Line Item Cancellation), as applicable, in pos. 4, and Status Code ZB in pos. 72-73, utilizing the instructions of appendix E-506 P. Handcarry three copies of DLA Form 1128 to DP&P and file remaining copies of the form in a suspense file. Also, ESOC will notify the IM of action taken and request the DIC ZLL output with MNIC 7 be handcarried to ESOC, who in turn will update computer records to reflect supply action taken or to be taken. The instructions of appendix E-127 P apply for subsequent processing of the DIC ZLL reinput.

(g) File documents and completed DLA Form 1128, if applicable, plus any other paper work (i.e., file printouts, telephone transcripts, and so forth) considered pertinent in NSN/Part Number folder.

(3) BV status in Purchase Order/Contract Stage (i.e., assigned a DLA series number).

(a) See subparagraph b(2)(a) above.

(b) Determine from the EDD cited in the appendix F-184, Due-In File Printout, if the contractual document is delinquent or not.

(c) If contractual document is delinquent, i.e., prepare four copies of DLA Form 1128 with Amendment Code H, pos. 4, P.O./Contract Number, pos. 5-23, CLIN, pos. 24-29, to accelerate delivery of the contractual document. See appendix E-506 P, if necessary. Be sure to check appropriate block at the bottom of the form to designate type of followup/request.

(d) Handcarry original and two copies of DLA Form 1128 and the Due-In File Printout (appendix F-184) to DP&P. These forms should be stamped ESOC, if the priority is 01 through 03.

(e) See subparagraph b(2)(e) above.

(f) When an alternate supply action is taken, prepare four copies of DLA Form 1128 with Amendment Code G (PIIN (Contract) total cancellation or CLIN cancellation), as applicable, in pos. 4, and Status Code ZB in pos. 72-73, utilizing instructions of appendix E-506 P. Handcarry three copies of DLA Form 1128 to DP&P and file remaining copy of the form in a suspense file. Also, ESOC will notify the IM of action taken and request the DIC ZLL output with MNIC 7 be handcarried to ESOC, who in turn will update computer records to reflect supply action taken or to be taken. The instructions of appendix E-127 P apply for subsequent processing of the DIC ZLL reinput.

(g) As all direct vendor delivery (BV status) actions are considered priority in nature, normally, no action will be taken when the requisition is in BV status and a modifier document changes the priority and/or RDD. However, the IM/ESOC may accelerate any shipment if situations and/or circumstances warrant such action.

c. When the F-114 reflects a priority which has been downgraded from IPG I or II to an IPG III or when the F-114 reflects a change to the priority or to the RDD on an IPG III requisition, pass listing to the Inventory Management Division (IMD) for processing by appropriate IM. The F-114 Reports reflecting a priority which has been downgraded from an IPG I to an IPG II or reflecting an RDD change on an IPG I or II requisition will be retained in ESOC for processing. The ESOC (priority 01 through 08) or IM (priority 09-15) will process the F-114 which downgrade the priority and/or extend the RDD as follows:

(1) When the RCSP reflects that the requisition is in recommended buy stage, file F-114 in suspense for two working days. At the end of two working days, interrogate RCSP by remote (see appendix E-270 P or E-155 P). If there is no change in status, contact DTO by phone, to determine if there is a problem and/or extent of the problem. If it is determined that alternate supply action will be taken or that the action will be canceled, follow procedures contained in paragraphs 4b(1)(d), (e), and (f) above. When the RCSP reflect a change in status to BZ or BV (Purchase Request or Contract/ Purchase Order), the procedure specified in subparagraph (2) below applies.

(2) When the RCSP reflects BZ (Purchase Request) or BV (Contract/ Purchase Order) status, furnish notification (IOM or other locally approved form) to the DP&P of the revised data contained in the DIC AM modifier. File documents and any other pertinent paperwork (i.e., file printouts, telephone transcripts, and so forth) in the NSN/Part Number folder.

d. When diversion from direct delivery to stock is deemed the proper action relative to subparagraph b(1), (2), or (3), see appendix E-506 P for appropriate Amendment Codes and instructions.

e. When the modifier document revised data elements other than the priority or RDD, assigned to the original requisition, the appendix F-114 will be discarded and no further action will be taken.

## 5. FLOWCHART

Flowchart not required.